

## Levo, Brian

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**From:** Levo, Brian  
**Sent:** Tuesday, August 19, 2014 8:39 AM  
**To:** Bott, Dustan; Castro, Ramona; Cool, Richard; Davis, Diane; Eva DeMaria; Stacey Erickson; Derek Schruhl; Steven Potokar; Chris Gebhardt; Park, Chae; Kate Spaulding  
**Cc:** Jeff Kenknight; Brown, Nancy; Wells, Mike; Chin, Joanne  
**Subject:** NCU folks -- A few clean-up reminders

As you wind down cleaning and packing-up for the move, I just wanted to give everyone a few heads up and reminders:

- The large canvas cart is no longer located in the elevator lobby but on the west side where the NPDES records are located. All other bins have been relocated to Jeff KenKnight's office, so as to provide easier access. Dust masks are also located next to the clean-up bins, should anyone want one.
- If you're putting paper in the 32-gallon rolling trash can labeled "mixed paper" you MUST empty it in a canvas cart. The mixed paper trash cans are meant to be an easier way to move all your paper to the canvas carts. If you need assistance doing this, feel free to contact the mailroom (x3-4049) or myself.
- There will no longer be personal donation bins. Only office supplies, recycled paper, and techno trash can be placed in the bins.
- **Records:** Please refer to the records information on the [InfoPage](#), or contact Joyce Aoyama (x3-2595), your records coordinator, or ORC with any questions you have related to records maintenance or disposal. [Table of Current Litigation Holds in Region 10](#)

Additional Clean-Up guidance can be accessed at the Region 10 Clean-Up [website](#).

Thank you,

Brian Levo  
OCE Clean-up Coordinator  
Phone: (206) 553-1816